# General Process:

To streamline subaward invoice payments and comply with Accounts Payable Services policies, OSP Cost Accounting has transitioned the submission of subrecipient invoices for approval and payment into Jaggaer, effective 12/16/2024. The following instructions detail the process of submitting subaward invoices, identifying the correct FOAPAL, and determining whether a subrecipient invoice has been paid in Banner.

Once an invoice from a subrecipient has been received and reconciled in accordance with the Subaward Invoice Best Practices Checklist, and PI approval obtained, invoices should be entered into Jaggaer and routed to OSP for reconciliation and approval for payment.

This procedure replaces the prior process where invoices were emailed to OSP Cost Accounting, reconciled, and sent to Accounts Payable for payment. The invoice, along with any supporting documentation (as specified in the subaward agreement), and with PI approval, will be uploaded to the workflow within Jaggaer, similar to how they were previously emailed to OSP Cost Accounting.

To initiate a subaward invoice payment through Jaggaer, start by clicking on the 'Payment Request' button at the bottom of the Jaggaer home page.
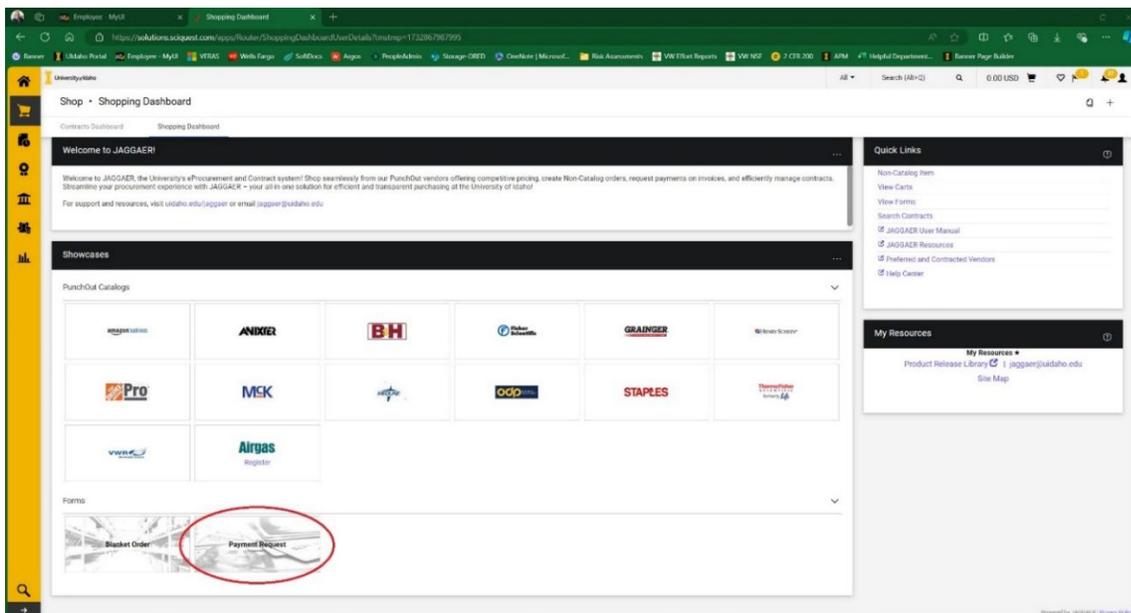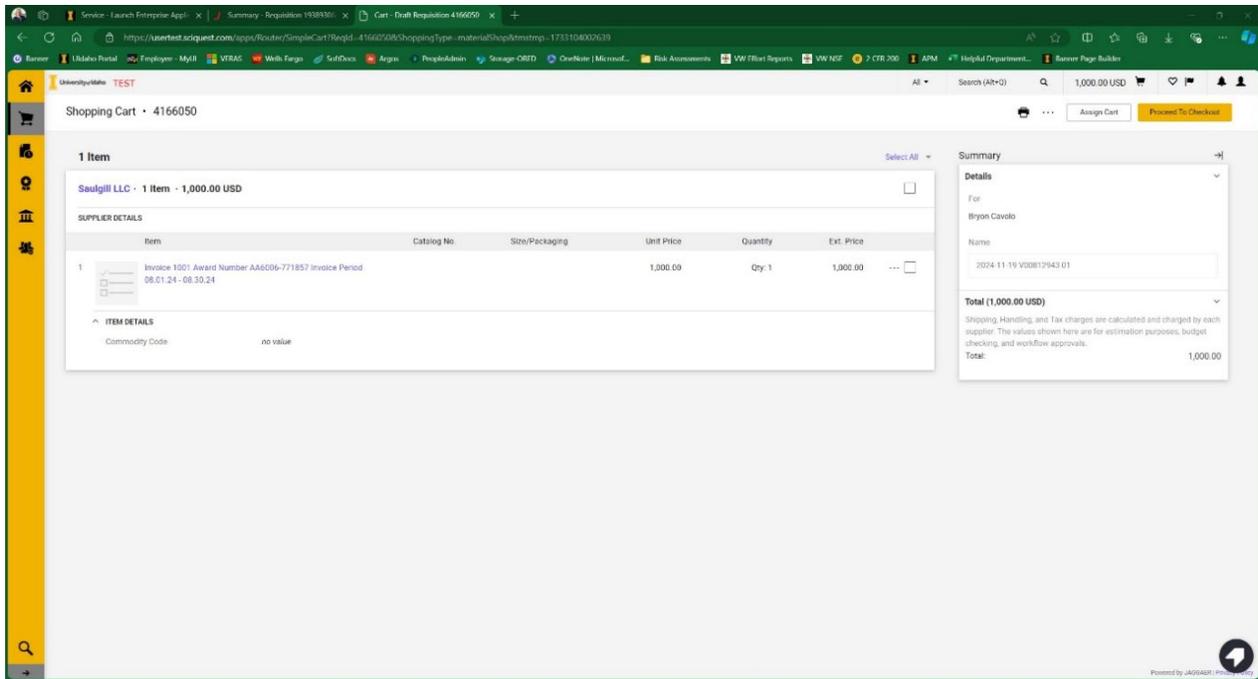

Continue with entering the subrecipient's information in the Supplier field. For the given example, Saulgill LLC dba Arrowleaf Consulting was used.
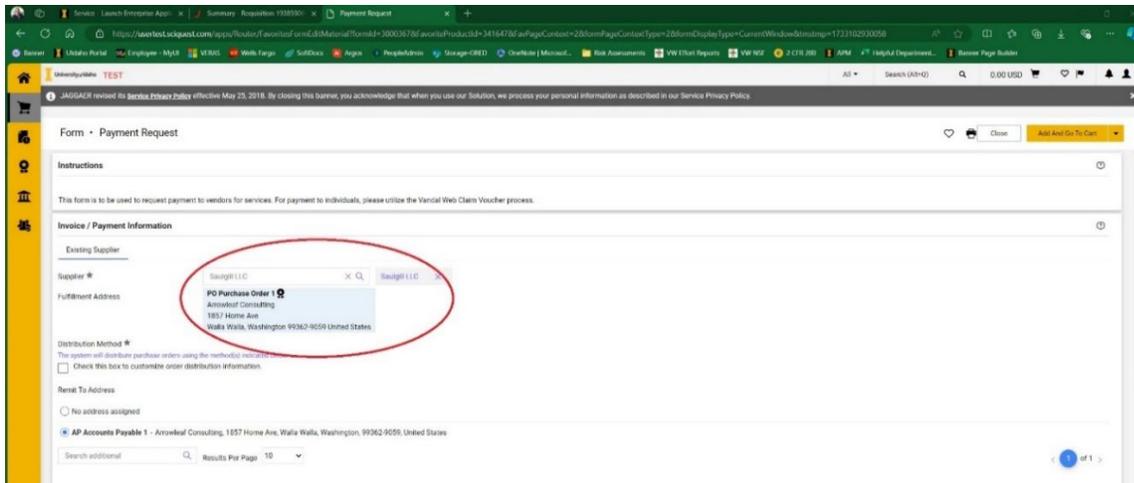
Enter the details from the invoice into the corresponding categories including invoice number, date, amount, due date, and a description of the expenses. The comments section should, at a minimum, include the invoice period of performance, grant code, and subaward number. Attach the invoice, any accompanying documentation required by the subaward agreement and risk assessment, and the PI approval email. At the bottom of this page, check the box for 'Sub-Award Payment'. This will route the invoice to OSP for review. Click on the top right yellow button to 'Add and Go To Cart' or 'Save' if there are any updates needed (as in this example).
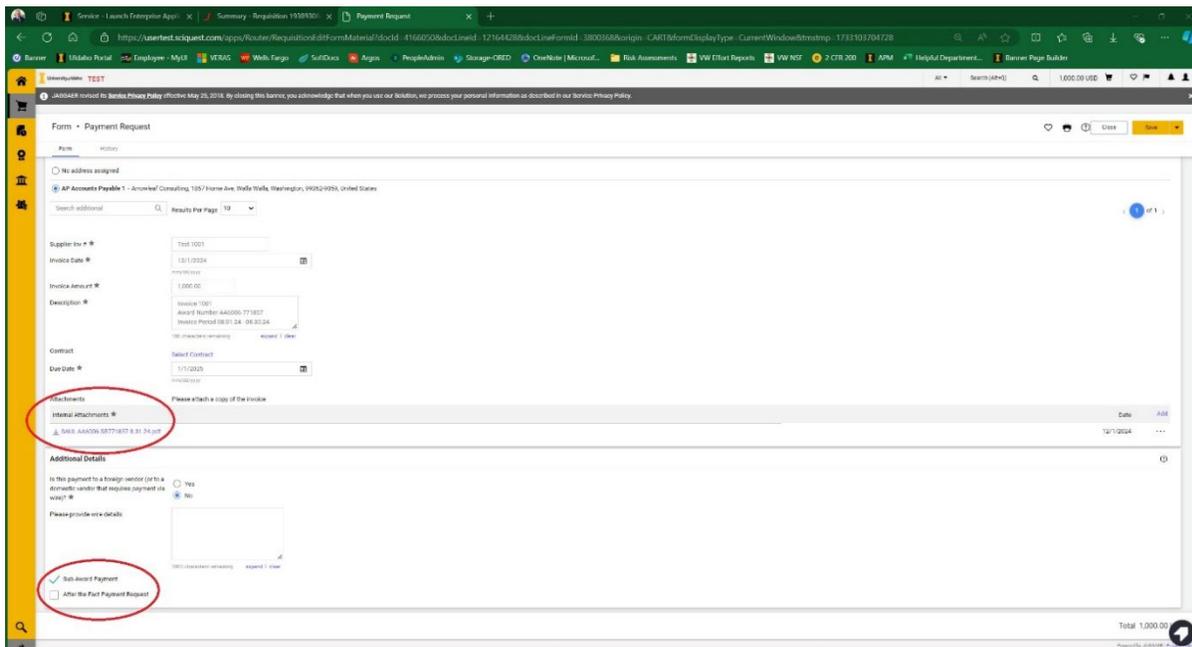
At this point, you can review the pertinent details of the invoice to be paid before proceeding to checkout where the project budget and any ad hoc approvers needing to be included can be added.

If you need to include an ad hoc approver, please add them at this time. When entering the accounting string (FOAPAL), be sure to use the index and fund code specifically associated with the subrecipient's funding, not the main UI grant index. It is also necessary to add the Account code field for that index. UI subawards utilize ES-codes (ex: ES001) instead of the usual E-codes (ex: E5724). Typically, the first subaward on a sponsored project will utilize ES001 as the expense code, ES002 for the second subaward on the same project, and continue in that manner with each additional subaward. Each individual subrecipient on the same UI project will utilize a separate index, fund, and separate ES-code. ES-codes are programmed by Post Award and tied directly to the index. In this example, Saulgill LLC's account code is ES003 as the third subaward on UI AA6006.

> **Tip: To verify which account code your subaward should be using, go to FRIGITD in Banner, type in your subrecipient's index, Tab, and the corresponding ES account code will populate. You can also ask OSP Cost Accounting.**

Accounting Codes

Index	Fund	Organization	Account	Program	Activity	Location
771857 USDA NIFA Tribal Food-Arrowleaf	227257 USDA NIFA Tribal Food-Arrowleaf	771 CALS Research Administration	ES003 Subaward 3 Expenses	03PSO Public Service On Campus	no value	no value

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Subaward Invoices must be approved by OSP before posting to sponsored projects. This process has been curated within Jaggaer to ensure that these invoices will be routed to OSP for review and approval. A quick and easy way to verify the correct routing is to check that the next step listed is Grant Approval and/or OSP approvers, visible along the right-hand side of the workflow.

Please note that the approvers listed here are only in the test function. Approvers will be members from OSP Cost Accounting. As of 2/6/2025, approvers are Bryon Cavolo, Catie Maas, Shannon Shumard, and Heather Clark.

Once the accounting information has been entered and the approvers checked, the cart can be submitted using the button in the top right-hand corner of the workflow.

After initial invoice submission, OSP will review the submitted invoices in Jaggaer to ensure that the expenses to be reimbursed fit within the awarded budget categories, prime award period of performance, confirm the invoice contains all requirements, and verify all required documentation accompanies the invoice. During the reconciliation stage, OSP enters the expenses into a subrecipient expense table in VERAS created by Contract Review once the subaward has been fully signed and executed. If all areas are complete and correct for reimbursement, OSP will approve the requisition in Jaggaer.

If any discrepancies exist with the expenses, invoice, or documentation, OSP will return the requisition to the requisitioner, indicating what updates or missing information is needed. This correspondence will remain in Jaggaer as part of an audit trail.

Searching for an outstanding invoice in Jaggaer:

If you have submitted an invoice through Jaggaer and do not see it as a posted expense in Banner yet, follow the instructions below on researching in Jaggaer. The same approach can be used for researching procurement requisitions, but this is specifically geared towards subaward invoices.

If you know your requisition number, enter it in the top search bar of the home page.
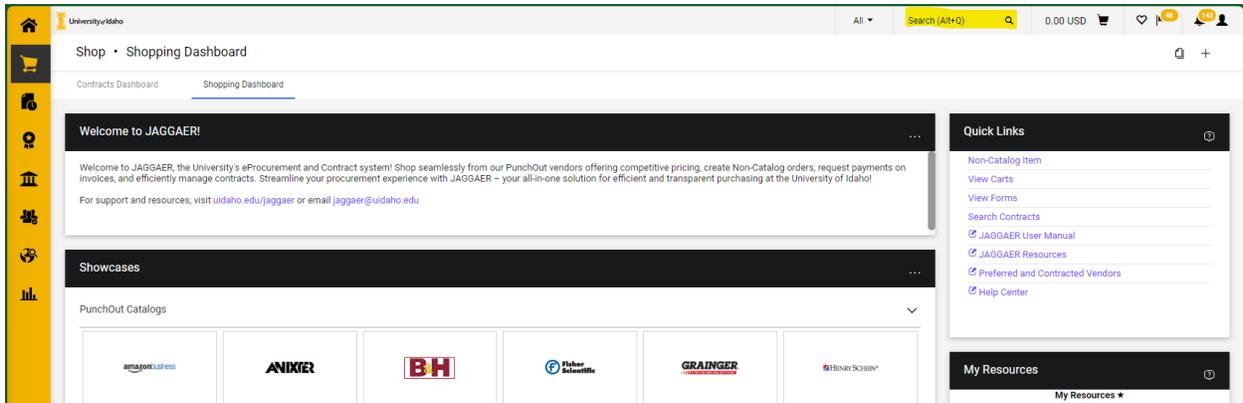
To search by Subrecipient, click on the Paper icon on the left side of the screen and 'All Orders'.
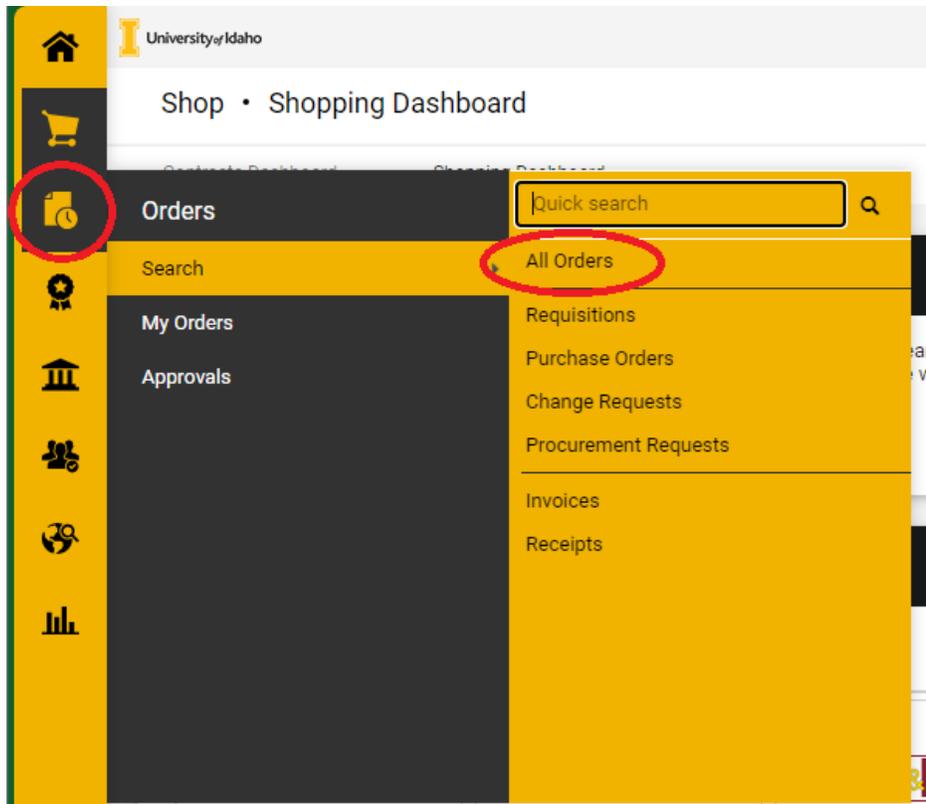
To identify any orders for University of Washington (as an example), search for the institution/business full name and execute the search. OSP typically defaults to sorting by Created Date/Time in descending order with the newest created at the top. If it works to sort by a known dollar amount or by Order Owner, do so instead of the vendor.

In this example, I want to see where Requisition 195446411 is at in the payment process.

After clicking on the Requisition number, both the status and current queue will be provided on the right. If a follow up is needed, please reach out to the department indicated in the workflow.

Determining if an invoice has been paid in Banner:

To determine whether the invoice has been paid in Banner, in FRIGITD, enter the specific subaward index you're inquiring about, and leave the By Sponsor Account box unchecked. With this example, the index 771857 was used and returned the paid activity-to-date on this subaward.

By clicking on the 'Activity' field and then 'Related' will bring up the option to use the Banner screen 'FRIGTRD' that will allow you to drill down into what comprises the total activity.

This will allow you to identify which invoice/s have been paid out. With the conversion to Jaggaer, anything with a 'Q' will have been processed in Jaggaer. You can enter the respective document into Jaggaer to review the documentation.

If there are any specific questions on the invoicing process migration to Jaggaer, please feel free tor each out to osp-cost@uidaho.edu.